

# INSTRUCTIONS FOR LOCAL EXPOSITION TAX RETURN

## GENERAL INSTRUCTIONS

Periods Beginning on or After 1-1-2011

### THREE STEPS TO FILING YOUR RETURN

1. Enter the requested information and amounts on the correct Local Exposition Tax Return for the period covered. NOTE: Keep a copy of your completed return for your records for at least four years.
2. Check over your return.
  - Have you reported taxable receipts for each of the taxes that applies to your type of business?
  - Have you checked your computation of the tax owed?
3. Mail the return and your check or money order to:  
Wisconsin Department of Revenue  
PO Box 8946  
Madison WI 53708-8946

This return must be filed when due, even if you have no tax to report. If you cannot file your return by the due date, you may write to the department's Registration Unit (see the address at

left) **before** the due date of the return and request an extension of time to file. The department may grant you an additional month from the original due date of the return to file the return. However, if the tax liability is not paid by the original due date, the tax will be subject to 1% interest per month during the extension period.

Do not take credit for previous overpayments against tax due on this return. Amend the period in which the tax was overreported. See the SPECIAL INSTRUCTIONS section below for information on filing amended returns.

Any Questions? See Publication 410, *Local Exposition Taxes*, at [www.revenue.wi.gov](http://www.revenue.wi.gov). You may also contact any of our offices.

Wisconsin Department of Revenue  
PO Box 8949  
Madison WI 53708-8949  
(608) 266-2776  
(608) 267-1030 FAX  
[DORBusinessTax@revenue.wi.gov](mailto:DORBusinessTax@revenue.wi.gov)

## SPECIAL INSTRUCTIONS

**Wisconsin Tax Account Number:** If you do not have a tax account number from the Wisconsin Department of Revenue, complete Form BTR-101 or the online business tax registration at [www.revenue.wi.gov](http://www.revenue.wi.gov) (select *Online Services*).

**Period Covered:** It is important that you use the correct local exposition return for the period covered.

**District:** For purposes of this return, "District" means the local exposition district which includes any city or village located wholly or partially in Milwaukee County.

**Ownership or Account Changes:** If you have a change in name, address, or ownership or other changes to your account, please send the information to:

Registration Unit  
Wisconsin Department of Revenue  
PO Box 8946  
Madison WI 53708-8946

Include your tax account number in all correspondence.

If your business operates at more than one location, please specify which location(s) had an ownership, name, or address change.

**Amended Returns:** Amend your return online using My Tax Account, the department's online filing system at [www.revenue.wi.gov](http://www.revenue.wi.gov). If you are not required to file electronically, you may mail your amended return to the Wisconsin Department of Revenue, PO Box 8946, Madison WI 53708-8946.

## INSTRUCTIONS FOR LINES 1 THROUGH 11

**IMPORTANT NOTE:** Use **black ink** when completing this return. Send in the original return only. Do not send in a photocopy.

**Line 1.** Enter the amount of taxable receipts from furnishing rooms or lodging to any person residing for a continuous period of less than one month in a hotel, motel, or other furnished accommodations available to the public within the District for the period covered by the return. Taxable receipts do not include:

- 1) Sales to federal and Wisconsin governmental units (including Wisconsin counties, cities, villages, towns, public schools, and school districts), local exposition district, local professional baseball park district, nonprofit organizations holding a Certificate of Exempt Status (CES) from the Wisconsin Department of Revenue, and any federally recognized American Indian Tribe or Band in Wisconsin.

## INSTRUCTIONS FOR LINES 1 THROUGH 11 (cont'd.)

- 2) Sales by public schools, colleges, universities, hospitals, sanatoriums, or nursing homes, and sales by agency camps (that is, camps operated by nonprofit corporations or associations organized and operated exclusively for religious, charitable, or educational purposes).

**Line 2.** Multiply the amount on line 1 by 2.5% (.025). Enter the result on line 2.

**Line 3.** Enter the amount of taxable receipts from furnishing rooms or lodging to any person residing for a period of less than one month in a hotel, motel, or other furnished accommodations available to the public within the City of Milwaukee for the period covered by the return.

**Line 4.** Multiply the amount on line 3 by 7% (.07). Enter the result on line 4.

**Line 5.** Enter the amount of taxable receipts from sales in the district of candy, soft drinks, and prepared foods. The tax is also imposed on sales of alcoholic beverages if the alcoholic beverage is for consumption on the seller's premises.

Taxable receipts do not include:

- 1) Sales to federal and Wisconsin governmental units (including Wisconsin counties, cities, villages, towns, public schools, and school districts), local exposition district, local professional baseball park district, nonprofit organizations holding a Certificate of Exempt Status (CES) from the Wisconsin Department of Revenue, and any federally recognized American Indian Tribe or Band in Wisconsin.
- 2) Sales by any public or private elementary or secondary school exempt from Wisconsin income or franchise taxes, including school districts.

**Line 6.** Multiply line 5 by 0.5% (.005). Enter the result on line 6.

**Line 7.** Enter the amount of taxable receipts from the rental of Type 1 automobiles, in the District, for 30 days or less, by establishments primarily engaged in the short-term rental of passenger cars without drivers.

A "Type 1 automobile" is defined as a motor vehicle designed and used primarily for carrying persons but does not come within the definition of motor bus, motorcycle, moped, motor bicycle, motor home, or motor vehicles licensed as trucks.

Taxable receipts do not include:

- 1) Rentals
- 2) Rentals of service or repair replacement vehicles.
- 3) Rentals to federal and Wisconsin governmental units (including Wisconsin counties, cities, villages, towns, public schools, and school districts), local exposition district, local professional baseball park district, nonprofit organizations holding a Certificate of Exempt Status (CES) from the Wisconsin Department of Revenue, and any federally recognized American Indian Tribe or Band in Wisconsin.
- 4) Rentals by any public or private elementary or secondary school exempt from Wisconsin income or franchise taxes, including school districts.

**Line 8.** Multiply the amount on line 7 by 3% (.03). Enter the result on line 8.

**Line 9.** Add lines 2, 4, 6 and 8 and enter the total on line 9.  
**Note:** If you are filing an annual exposition tax return you would add lines 2, 4, 5b, 6b, and 8.

**Line 10.** If you do **not file** a return on time, you are subject to interest at the rate of 1.5% per month on the tax on line 9 from the due date to the date the return is filed. Include this amount on line 10.

In addition, late returns may be subject to 1) a \$20 late filing fee, **and** 2) a negligence penalty of 5% for each month, or portion of a month, the return is late, up to a maximum of 25%. You will be notified if an additional amount is due.

**Line 11.** Add the amounts on lines 9 and 10 and enter the total on line 11. This is the amount you owe. **CAUTION:** DO NOT reduce the amount due on this line by any refund or credit from prior period returns.

Payment of the amount due may be made by check or money order made payable to the Wisconsin Department of Revenue. Write your tax account number on your check or money order and enclose it with your completed Local Exposition Tax Return.

**Sign and date your return:** Sign and date your return in the area provided near the bottom of the return.

**Phone number.** Enter the telephone number where you can be reached during the day.